

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

LAWRENCE K. BAERMAN
Clerk

JOHN M. DOMURAD
Chief Deputy



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March 15, 2004

MEMORANDUM

TO: All CM-ECF users

FROM: Larry Baerman

DATE: March 15, 2004

SUBJECT: re: modifications to General Order 22 (March 2004)
Administrative Procedures for Electronic Case Filing

Greetings,

At the March 5, 2004 Board of Judges meeting the Board approved the following modifications to our Administrative Procedures for Electronic Case Filing - General Order # 22. The redlined language was struck from the General Order and the highlighted language was added where noted.

Section 2.1

3. Sealed documents, sealed cases, documents for *in camera* review, documents lodged with the Court, ex parte documents, confidential agreements, Qui Tam actions and Grand Jury material and warrants must be filed traditionally ~~and be accompanied by a 3.5" disk containing the documents in .pdf format.~~ (See Section 12.2 for further information on the filing of the above-referenced documents).
7. **Transport Orders: All orders requesting an incarcerated individual be transported that are signed by a judicial officer of the Northern District of New York, shall be filed conventionally. These Orders will not become part of the case record or uploaded to the docket but rather will be processed in accordance with the procedures promulgated by the Clerk of Court.**

Section 5.4

A party who is not a Filing User of the System is entitled to a paper copy of any electronically- filed pleading, document, or order. The filing party must therefore provide the non-Filing User with the pleading or document according to the Federal Rules of Civil Procedure. ~~When mailing paper copies of documents that have been electronically filed, the filing party shall include the "Notice of Electronic Filing" to provide the recipient with proof of the filing.~~

Section 12.2

If a party wishes to file one of the above listed documents, the party must file a motion or application to achieve the desired action. The motion or application, along with the documents the party is requesting to be sealed or lodged with the Court, shall be filed in a traditional manner in a sealed envelope marked "sealed." The party's motion or application must be accompanied by a 3.5" disk containing the motion or application and the documents in .pdf format.

If the Court grants the motion or application, the assigned judge will enter electronically the order authorizing the filing of the documents in the appropriate manner (i.e. under seal, lodged with the Court, etc.). The Clerk's Office will then file the documents in the appropriate manner.

If the Court denies the motion or application, the Court will issue an order that directs the parties to file the documents electronically.

If you have any questions regarding these changes, please feel free to contact one of our help desks. They will be glad to assist you. You may also download a complete copy of the revised general order at our website - www.nynd.uscourts.gov.

Sincerely,

Lawrence K. Baerman
Clerk of Court.